



CITY OF HOUSTON

Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2	<i>Job Classification</i>	IT PROJECT MANAGER
3	<i>Posting Number</i>	PN #106117 (4 VACANCIES)
4	<i>Department</i>	HOUSTON POLICE
5	<i>Division</i>	TECHNOLOGY SERVICES
6	<i>Section</i>	N/A
7	<i>Reporting Location</i>	33 ARTESIAN, 2 ND FLOOR*
8	<i>Workdays & Hours</i>	MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.*
		*Subject to change

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

A member of the Project Management Office (PMO) for the Houston Police Department’s Technology Services organization which is responsible for the design, installation and management of HPD’s IT capabilities. Each Project Manager uses industry best practice compliant project management techniques that plans and executes IT project in a large municipal police department. Duties also include assisting strategic IT planning, creation and management of preventive plans for maximized uptime of infrastructure, development of infrastructure and applications architecture, for the law enforcement environment. Assists with budget preparation and control, and with vendor selection and management activities. Displays solid team leadership skills and experience. Must have excellent writing and presentation skills.
- 10

WORKING CONDITIONS

There are no major sources of discomfort, i.e., essentially, normal office environment with acceptable lighting, temperature and air conditions.
- 11

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor’s degree in Computer Science, Mathematics, Business Administration or a closely related field.
- 12

MINIMUM EXPERIENCE REQUIREMENTS

Six years of progressively responsible experience in the area of information systems, with two of the years in a supervisory capacity, are required.
- 13

MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Class “C” driver’s license and be in compliance with the City of Houston’s policy on driving. (AP 2-2).
- 14

PREFERENCES

Preference will be given to applicants with the following qualifications: certification by the Project Management Institute (PMI) or equivalent. Extensive project management experience to include multi-million-dollar projects completed on time and within budget. Experience managing numerous simultaneous projects. Broad experience in IT to include application development, infrastructure strategy (servers, networks, desktop), and web development. Exposure to telecom issues and vendors. Experience leading and delivering IT industry best practices related to project management, quality assurance and operational excellence.
- 15

SELECTION/SKILLS TESTS REQUIRED

None.
- 16

SAFETY IMPACT POSITION

X YesNo

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
- 17

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 28

\$1,777.00 - \$2,481.00 Biweekly\$46,202.00 - \$64,506.00 Annually
- 18

OPENING DATE

August 3, 2005
- 19

CLOSING DATE

Open Until Filled
- 20

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496.**

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